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Chief, Management Staff

20 Sept. 1956

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Chief, O&M Staff (DD/I Area)

Work Report Week Ending 19 September 1956.

Accomplishments

1. NS-1004, Reorganization of the Reference Branch, Special Register, OOR. The Acting Chief, Special Register was persuaded to withdraw a request for the establishment of units in the Reference Branch. These units were too small and the functions too routine to warrant organizational status. The primary objective was to upgrade some of the incumbents of the positions and the Acting Chief agreed to approach the problem from a position evaluation viewpoint directly with the Office of Personnel. [REDACTED]

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2. NS-976, Conversion of Position From Vouchered to Unvouchered Funds, OOR. Completed. [REDACTED]

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3. NS-977, Establishment of UV Position in OOR. Completed. [REDACTED]

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4. NS-978, Establishment of Position of Current Affairs Officer, [REDACTED]. Completed. [REDACTED]

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5. Employee Suggestion 2442, A Suggestion to set up Photographic Attaches or a Similar Division for Obtaining Extended Coverage of Foreign Photographic Objectives. Recommended two additional referrals for evaluation in order to obtain points of view not covered in previous evaluations. Pointed out that the suggestion requires an increase in manpower contrary to ceiling plans for this area. [REDACTED]

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Assignments Active This Week

6. Project 6-45, OOR Space Study - At request of DD/I an analysis of overcrowding in OOR and appropriate recommendations for improvement. [REDACTED]
7. Project 5-72, Assistance to OOR in the Development of a Suitable Regulation concerning Cartographic Support Available in CIA. [REDACTED]
8. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. [REDACTED]
9. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [REDACTED]

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10. Project 6-54, Examination of Proposed OAS Reorganization. [REDACTED] 25X1A9a
11. Project 6-51, Study of Possibility of Transferring from OOR to OTR CIA Library Branch Two and Establishing a Communism Library in OTR. [REDACTED] 25X1A9a
12. Project 6-56, Study of the Operations of the Acquisitions Branch, CIA Library. [REDACTED] 25X1A9a

[REDACTED] 25X1A9a

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